



JOB DESCRIPTION

JOB TITLE: Police Commander

DEPARTMENT: Police Department

REPORTS TO: Chief of Police

DATE: April, 2009

EMPLOYEE UNIT: Management & Confidential

Supersedes: October, 2005

FLSA EXEMPT: Yes

JOB SUMMARY: Under general direction of the Chief of Police, the Police Commander is a sworn peace officer who performs managerial, administrative and technical work of considerable difficulty and responsibility for the Police Department. The employee manages the activities of one of the divisions within the police department and provides professional and technical assistance to department and City staff in assigned areas, and performs related work as required.

CLASS CHARACTERISTICS: This is a mid-management level, sworn law enforcement classification under section 830.1 of the California Penal Code that meets and maintains all standards required by the California Commission on Peace Officers Standards and Training. Principal duties include the management of one of the divisions within the police department and may assume command of the police department in the absence of the Chief of Police. Successful performance depends upon the ability to provide leadership to department members using progressive management principles, supervise prioritized police services to the community through the best use of available resources, and achieve operational effectiveness through the delegation of authority and responsibility to first-line supervisory staff. At the same time, the incumbent will need to exercise a significant degree of initiative, independent judgment, and innovation to interact with other City employees and community members to promote a community oriented, problem solving approach to policing.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Chief of Police, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Assist in the development of departmental goals, objectives, procedures, and performance standards.
2. Conduct research and prepare a variety of reports for the development and implementation of ordinances and other police programs to further police department and community goals.
3. Monitor developments related to police service procedures and equipment, evaluate their impact upon City operations, and make recommendations for improvement.
4. Develop, prepare, administer and monitor a section(s) of the department budget.

5. Responsible for the productivity and morale of assigned staff.
6. Plan, organize, direct, review and evaluate supervisory performance and activities.
7. Act as Watch Commander in the absence of a supervisor.
8. Update and manage department training plan of assigned section(s) and make recommendations for the professional development of department members.
9. Provide professional assistance and interpret policies and procedures for department members.
10. Coordinate personnel issues and make recommendations relating to recruitment, promotion, assignments and discipline.
11. Conduct special investigations regarding difficult community inquiries, citizen complaints or internal affairs investigations.
12. Represent the City in meetings with other law enforcement and government agencies, as well as businesses, schools, not-for-profit agencies, and professional and community groups.
13. Manage, direct, and monitor those functions associated with disaster preparedness.
14. May assume command of the Police Department in the absence of the Chief of Police.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess a Bachelor's degree from an accredited college with major course work in Administration of Justice, Management, Business or Public Administration, or a related field of study, and
2. At least three years of supervisory experience equivalent to the level of a Sergeant in a police department equivalent to the Morgan Hill Department.
3. First hand involvement in gang awareness/gang intervention and community oriented policing programs.

Licenses & Certificates:

1. Possess a valid California Class C driver's license in compliance with adopted City driving standards.
2. Possess an Advanced and Supervisory Certificate issued by the California Commission on Peace Officer Standards and Training (P.O.S.T.).
3. Successful completion of the P.O.S.T. Supervisory Leadership Institute highly desired.

Other Requirements:

1. Must be willing to adjust work hours to meet operational demands.
2. Bilingual English/Spanish highly desired.

Knowledge of:

1. Contemporary management principles, practices, techniques and equipment for varied law enforcement activities.
2. Technical principles including goal setting, budget preparation, program administration, work scheduling and evaluation techniques.
3. Applicable federal, state and local laws and appropriate court decisions.

Skill in:

1. Planning, organizing, assigning, directing, and evaluating work assigned to staff.
2. Selecting, training, and motivating department members.
3. Implementing and interpreting policies, procedures and work schedules in light of applicable legislation and court decisions.
4. Analyzing complex problems, evaluating alternatives and making innovative recommendations for solutions.
5. Preparing clear, concise, competent, and timely reports, correspondence and other written materials.
6. Directing emergency operations efficiently and effectively.
7. Providing outstanding customer satisfaction (internally and externally).
8. Use of common office software including Microsoft Office and applicable specialized law enforcement software.
9. Proficient use of firearms, two-way radios, and other specialized law enforcement weapons and equipment.

Ability to:

1. Provide a flexible approach to management which maximizes the delivery of service with available resources and promote a community oriented delivery of service.
2. Exercise initiative and sound independent judgment within general policy guidelines.
3. Establish and maintain effective working relationships which garner respect and promote leadership with department members, other City employees and members of the community.
4. Perform in a manner which reflects the City and department mission, values, and goals.
5. Successfully complete a background investigation as required by P.O.S.T.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. While performing the duties of this job, the employees is occasionally required to run, jump, push, pull, drive safely at high speeds and in adverse conditions, physically apprehend and subdue suspects.
3. Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those

an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work environment is generally indoors in a temperature-controlled office; some travel is required.
2. While performing the duties of this job, the employee occasionally works outdoors at all times of day and in all weather conditions, and is occasionally exposed to hazardous situations that may result in injury, death, or use of deadly force on others.
3. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting, and yelling.